



Career Executive Assignment

Exam Announcement

Subject to Hiring Freeze Exemption

Final Filing Date: **March 21, 2003**

Director, Sales Division, CEA III

The Director of the Sales Division for the California Lottery serves as a member of the executive management team and provides leadership to the four departments of the Division (Northern Field Operations, Southern Field Operations, Key Accounts and Retailer Network Management). The Director of the Sales Division develops and implements programs and policies which further the management of a fast paced, challenging statewide retail operation which generates revenue for public education through the sale of Lottery products.

Duties and Responsibilities

Under the general direction of the California Lottery Director and Chief Deputy Director, the Director of the Sales Division is responsible for:

- managing all sales and distribution activities for the statewide Lottery retailer network;
- advising the Directorate on policy, planning and strategy matters related to sales; and
- serving as a member of the Lottery's Senior Staff which participates in major policy decisions regarding overall Lottery operations.

Filing Instructions

All interested applicants must submit the following:

- A standard application (Form STD 678). This form is available at the State Personnel Board's web site at www.spb.ca.gov.
- A Statement of Qualifications which discusses the applicant's education, experience, knowledge, skills and ability. Specifically, the Statement must address in detail how they meet the minimum and desirable qualifications for the position. This Statement cannot exceed three pages.

Applicants who fail to submit an application package (standard application (STD 678) and the required Statement of Qualifications) will be eliminated from the examination. Mailed application packages must be **POSTMARKED** no later than the final filing date. Application packages postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Submit the application package to:

MAIL TO:
California Lottery
Personnel Office
P.O. Box 2630
Sacramento, CA 95812

OR

DELIVER TO:
California Lottery
Personnel Office
600 North 10th Street
Sacramento, CA 95814

An Equal Opportunity Employer To All Regardless Of Race, Color, National Origin, Ancestry, Sex, Marital Status, Disability, Religious Or Political Affiliation, Age Or Sexual Orientation.

It Is An Objective Of The State Of California To Achieve A Drug-Free Workplace. Any Applicant For State Employment Will Be Expected To Behave In Accordance With This Objective Because The Use Of Illegal Drugs Is Inconsistent With The Law Of The State, The Rules Governing Civil Service And The Special Trust Placed In Public Servants.

Minimum Qualifications

Applicants must meet the minimum qualifications through one of the following patterns and possess the knowledge and abilities outlined below:

Pattern I

Applicants must have permanent California State civil service status; or

Pattern II

Applicants must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990; or

Pattern III

Applicants must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

Knowledge of:

- Organization and functions of California State Government, including the organization and practices of the Legislature and Executive Branch
- Principles, practices and trends of public administration, organization, effective resource utilization and management
- Techniques of organizing and motivating groups
- Program development and evaluation
- Methods of administrative problem solving
- Principles and practices of policy formulation and development
- Personnel management techniques
- Equal employment opportunity and anti-discrimination programs

Ability to:

- Plan, organize and direct the work of multidisciplinary professional and administrative staff
- Analyze administrative policies, organization, procedures and practices
- Integrate the activities of a diverse program to attain common goals
- Gain the confidence and support of top level administrators and work effectively with them on a wide range of administrative matters
- Develop cooperative working relationships with representatives of all levels of government, the public, the Legislative Branch and the Executive Branch
- Analyze complex problems and recommend effective, timely courses of action
- Prepare and review reports
- Effectively contribute to the Lottery's equal employment opportunity objectives

Desirable Qualifications

Applicants must be able to perform high level administrative and policy-influencing functions effectively and must possess most of the following more specific skills and abilities:

- Strong leadership, integrity, and initiative
- Management and implementation of an effective diversified wholesale sales operation on a statewide basis
- Strategic vision
- Outstanding verbal and written communication skills
- Enthusiasm, good judgment, effective negotiation, and diplomacy
- Demonstrated successful project management, implementation skills and follow-through skills
- Successful integration of the activities of a highly diverse program to achieve Lottery goals
- Manage and direct the work of a multidisciplinary staff
- Ability to travel extensively and make effective presentations to a wide variety of audiences

Examination Information

Following the final filing date, a preliminary review of all application packages will take place. The specific job-related evaluation criteria used to screen the application packages will be based on the minimum qualifications, desirable skills and abilities; and desirable qualifications. Only application packages from those with the most desirable overall qualifications will be submitted to an executive screening committee for an oral interview. In order to be successful in this examination, applicants must pass the preliminary review and received a minimum rating of 70% for the oral interview. Each applicant will be notified in writing of the examination results.

Background Investigation

Pursuant to Government Code Section 8880.38, all persons successful in this examination will be required to undergo a thorough background investigation prior to appointment.

Felony Disqualification

Pursuant to Government Code Section 8880.71, any person who has been convicted of a felony or any gambling related offense is disqualified from employment with the California Lottery.

General Information

The results of this examination will be used solely to fill the Director of the Sales Division, CEA III, vacancy (**subject to hiring freeze exemption**). Questions regarding this examination should be directed to the Exam Analyst, at (916) 324-0974.